

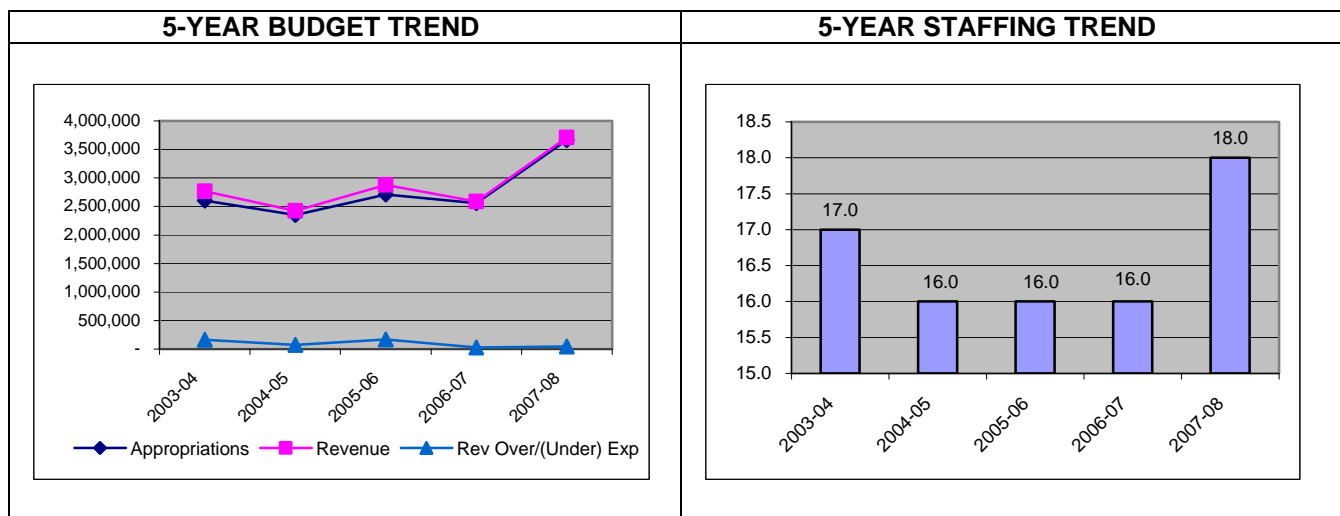
## Printing Services

### DESCRIPTION OF MAJOR SERVICES

Printing Services composes, sets, prints, collates, and binds county forms, pamphlets, and reports for county departments and special districts. The purpose of this division is to provide high quality printed materials utilizing the latest technological advances in order to serve the needs of county departments. Printing Services also administers the Arrowhead Regional Medical Center (ARMC) Forms Program. This division strives to deliver services in a timely and most cost effective manner that is beneficial to all its customers.

The Purchasing – Printing Services Division budget unit is an Internal Service Fund (ISF). All operational costs of this program are distributed to user departments through user rates. As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used for working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

### BUDGET HISTORY



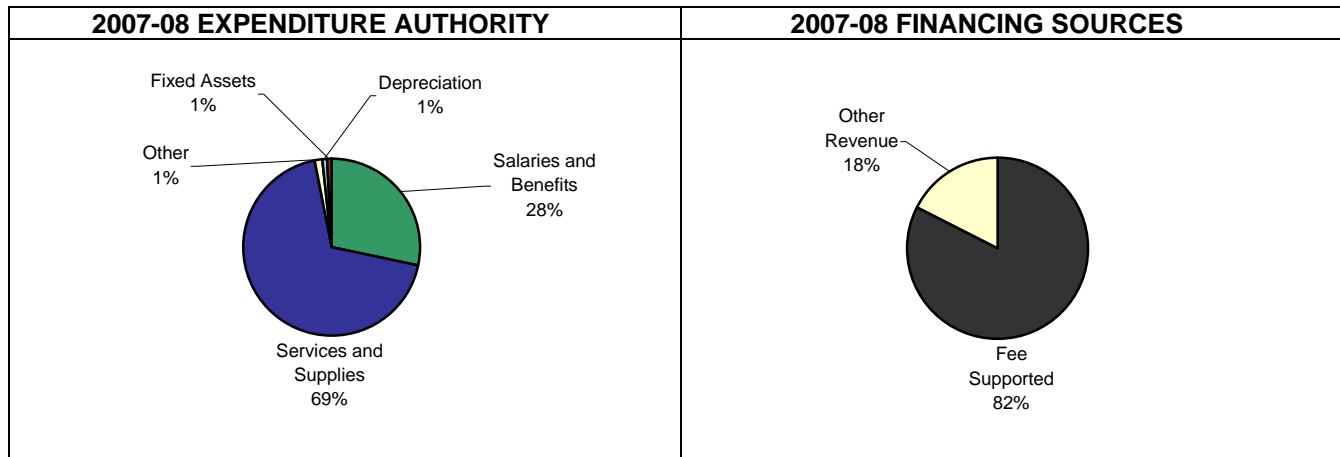
### PERFORMANCE HISTORY

	2003-04 Actual	2004-05 Actual	2005-06 Actual	2006-07 Modified Budget	2006-07 Actual
Appropriation	2,548,386	2,552,427	2,720,475	2,560,028	3,955,304
Departmental Revenue	2,503,248	2,677,230	2,975,297	2,586,287	4,018,759
Revenue Over/(Under) Exp	(45,138)	124,803	254,822	26,259	63,455
Budgeted Staffing				18.0	
Fixed Assets	187,189	32,826	7,421	32,500	26,849
Unrestricted Net Assets Available at Year End	161,402	258,995	487,899		524,505

The 2006-07 actuals are greater than the budgeted amounts due to an increase in the ARMC Forms Program. As part of the Purchasing Department reorganization, the ARMC Forms Program increased actual appropriation during 2006-07; however, revenue increased slightly more than appropriation due to a 20% increase in Printing Services by user departments and the inclusion of revenue from the ARMC Forms Program. Printing Services also actively solicited new business from other public service agencies, which also contributed to the increase in revenue. The ARMC Forms Program is included in the 2007-08 budget.



## ANALYSIS OF FINAL BUDGET



GROUP: Administrative/Executive  
 DEPARTMENT: Purchasing  
 FUND: Printing Services

BUDGET UNIT: IAG PUR  
 FUNCTION: General  
 ACTIVITY: Printing

	2003-04 Actual	2004-05 Actual	2005-06 Actual	2006-07 Actual	2006-07 Final Budget	2007-08 Final Budget	Change From 2006-07 Final Budget
<b>Appropriation</b>							
Salaries and Benefits	785,560	807,396	803,519	924,533	931,906	1,042,679	110,773
Services and Supplies	1,748,784	1,734,253	1,933,142	2,967,850	1,583,700	2,531,025	947,325
Central Computer	5,030	7,378	7,270	9,796	9,796	10,825	1,029
Other Charges	4,659	3,363	5,453	-	-	-	-
Transfers	52,143	52,259	52,253	53,125	53,125	53,241	116
Total Exp Authority	2,596,176	2,604,649	2,801,637	3,955,304	2,578,527	3,637,770	1,059,243
Reimbursements	(47,790)	(52,222)	(81,162)	-	(59,776)	-	59,776
Total Appropriation	2,548,386	2,552,427	2,720,475	3,955,304	2,518,751	3,637,770	1,119,019
Depreciation	-	-	-	-	41,277	27,749	(13,528)
Total Requirements	2,548,386	2,552,427	2,720,475	3,955,304	2,560,028	3,665,519	1,105,491
<b>Departmental Revenue</b>							
Current Services	2,503,178	2,676,235	2,960,329	4,018,759	2,586,287	3,058,849	472,562
Other Revenue	70	995	14,968	-	-	650,000	650,000
Total Revenue	2,503,248	2,677,230	2,975,297	4,018,759	2,586,287	3,708,849	1,122,562
Rev Over/(Under) Exp	(45,138)	124,803	254,822	63,455	26,259	43,330	17,071
Budgeted Staffing					16.0	18.0	2.0
<b>Fixed Assets</b>							
Improvement to Structures	-	-	-	19,369	25,000	-	(25,000)
Equipment	139,010	-	-	7,480	7,500	-	(7,500)
Vehicles	-	-	-	-	-	30,000	30,000
L/P Equipment	48,179	32,826	7,421	-	-	-	-
Total Fixed Assets	187,189	32,826	7,421	26,849	32,500	30,000	(2,500)

Salaries and benefits of \$1,042,679 fund 18.0 positions and are increasing by \$110,773 primarily due to the addition of 2.0 Storekeeper positions added to Printing Services during 2006-07 for the administration of the ARMC Forms Program, which was transferred from Central Stores during last fiscal year. The rest of the increase stems from mandatory MOU increases, retirement rate adjustments, a proposed equity adjustment for the Printing Services Supervisor, and upward reclassifications of one Graphic Designer I position to a Graphic Designer II which will cost approximately \$6,999, and a Reproduction Equipment Operator I position to a Reproduction Equipment Operator II which will cost approximately \$811. The department will propose one downward reclassification based on department needs of a Fiscal Assistant to Office Assistant II representing a savings of approximately \$4,500. The department will present an agenda item to the Board of Supervisors requesting approval for the equity adjustment at a later date.



Services and supplies of \$2,531,025 include the purchase of materials for all the printing jobs, hardware and software upgrades for Graphic Arts, office supplies, outside printing requests, COWCAP charges, and rental payments for the Quick Copy machines. The increase of \$947,325 is due primarily to the purchase of extra materials for the ARMC Forms Program, and the purchase of additional supplies to meet increased demand by user departments for printing services.

Transfers of \$53,241 represent reimbursement to the Purchasing Department of \$49,020 for administrative support, and mandated EH&P charges.

Revenue of \$3,708,849 is for all printing services job orders. The increase of \$1,122,562 is a result of the transfer of revenue for the ARMC Forms Program, and an anticipated increase in printing services by user departments.

Vehicles are budgeted at \$30,000 for the purchase of a cargo van to be used for deliveries for the ARMC Forms Program and miscellaneous printing jobs.

